

## FOCHABERS VILLAGE ASSOCIATION

### HALL COMMITTEE

**Minute of Meeting held on Tuesday, 9<sup>th</sup> May, 2017, 7.30pm, at the Public Institute**

**PRESENT:** Gordon Christie, Alan brown, Iain Rennie, George Turnbull, Liz Rennie, John Wiles, Janet Hallyburton, Sybil Stuart, Margo Howe, David Thow, David Bremner, Shona Morrison, Una Hamilton

**APOLOGIES:** Stewart Harris, Elspeth Fordyce

1. Welcomed the above to the first meeting to be held in the newly refurbished hall. He reported that the opening had been a great success and that the entire project had been a successful team effort.

He welcomed the newly elected councillors, David Bremner and Shona Morrison.

#### **2. MINUTE OF THE PREVIOUS MEETING**

- Una reported she had been in contact with Scottish Opera and was awaiting a reply from the person responsible for touring productions.
- Janet has been in contact with Ewan Martin who expressed interest in bringing his new play to the Institute. The performance will probably take place during the week but that did not deter people from attending his previous production. There has also been an approach by the Treacherous Orchestra to include an appearance during their tour.
- Gordon commented on how well the curtains looked. Sybil reported the process of hemming them is proving time consuming.
- The application to the Beatrice Fund was unsuccessful but a future application will be made and, hopefully, succeed.
- Gordon has almost completed the paperwork necessary for the application for funding from the Robertson Trust.
- Moray Council has paid the remaining £75,000 of their grant.
- The steam oven from The Mansfield Hotel has arrived but will require repair before it can be used.

#### **3. REPORTS FROM DEPARTMENT HEADS**

##### ALAN BROWN – HALL MANAGEMENT

- Copies of the up-to-date accounts were circulated.
- Income from the use of the hall is now coming in.
- The £65,000 donation is to be used to pay outstanding bills and will be repaid as funds are available.
- The £4,786.92 expenditure was bar stock.
- The current balance is £69,514.08.

##### GORDON CHRISTIE – FUNDING

- There are still outstanding bills to be paid. Some of the expenditure was incurred through unplanned work, such as removing the external harling from the Green Room, work on the flat and also on the stage and kitchen equipment.
- The bill for the chairs will be due in a year.

- There is a shortfall, however, another application to the Beatrice Fund will be made.
- The income from 'Fochabers does Strictly' was £5,200, including nearly £2,000 from the bar.

#### LIZ RENNIE – FUND RAISING

- During the week beginning 10<sup>th</sup> April, Sam, aided by volunteers, cleaned and prepared the Hall and made the kitchen operational and ready for the opening celebrations.
- Some 200 supporters of the Hall attended a reception on the evening of 13<sup>th</sup> April and, as well as viewing the refurbished building, were treated to refreshments and catering. Thanks go to all who helped.
- The next two evenings saw further events, including an arc sessions concert and a fiddlers' celebration and ceilidh, for which the bar was opened.
- There was an open afternoon on the Sunday with musical entertainment and, again, there was catering available.
- The weekend proved very successful and there were many complimentary comments about the new hall.
- 'Fochabers does Strictly' put on a matinee performance which was well attended. The evening performance, another sell out, was very well received and the audience played a full part in the proceedings. Catering reflected the movie theme and was much appreciated by the audience. The hall had been beautifully decorated for the occasion.
- Volunteers had a high profile, not least the members of the Men's Shed who were dressed the part in evening wear for their role in greeting the audience and providing each with a glass of Prosecco.
- Thanks went to Ian Clavey who operated the sound and light systems.
- The event received excellent feedback as well as good press reports. The Knock News has suggested they will run a feature on the hall.
- Stewart has been liaising with the High School on the logo which is now ready for use.
- The Events Committee have many fundraising ideas to come.
- Liz thanked Gordon, as project manager, for his work in seeing the project to a conclusion.

#### GORDON CHRISTIE – PROJECT MANAGEMENT

- Gordon thanked Alan for taking over the reins while he was on holiday.
- Water has appeared on the window ledge of The Hub but the problem is under control.
- MJD Systems will fit a wi-fi booster.
- All paper work for the completion certificate has been completed and sent off to Moray Council with the necessary certificates.
- There will be an explanation of how to work the sound and light systems next Tuesday.
- The Green Room and toilet were decorated by G and A Construction since their staff used the room as a staffroom.

#### GORDON CHRISTIE (for Stewart Harris) – PR

- Gordon announced that, due to health problems, Stewart has decided to stand down from the committee but is willing to continue with some of the work such as building the website and helping with forms, as required.
- The booking form is still not working as designed.
- Terms and Conditions have to be finalised.
- Charges remain more or less the same.
- Following discussion it was decided that the kitchen would not be hired out.
- The cost for setting up and taking down following an event will be £30 each.
- Regular hall users will be given a key.

#### 4. FUTURE OPERATION

- **The position of Hall Manager** has been discussed with Sam who is willing to undertake the post which would be full time.
- A daily, weekly, monthly and annual maintenance remit will be compiled.
- The appropriate equipment to complete the work thoroughly will be purchased.
- The Hall Manager will be given the necessary training to carry out the work.
- It is most important that the Hall Manager is supported by the Committee.
- The post will be operational from the end of May.
- Stewart has offered to prepare a **risk assessment** document for which George will take charge.

#### 5. AOCB

- The profile of The Fochabers Public Institute requires updating on the Moray Federation of Halls website. Representatives of the Federation will be invited to visit the Hall.
- Alan will supply Sam with a paper copy of the bookings so that she can keep track of them.
- A question about licencing was clarified.
- Insurance for the Hall has been increased to reflect the value added by the refurbishment.
- A 10 year lease has been drawn up for the Men's Sheds.
- 24 hour CCTV has been installed and is operational. There are cameras both inside and outside the building.
- Emptying of bins has been taken over by Gray's Recycling.
- It was agreed that the Speyfest ticket office should be allowed to set up in the car park.
- A letter of congratulations has been received from Richard Lochhead. He has tabled a statement for the Scottish Parliament.
- The new rateable value has been decided, however, since Fochabers Village Association is a charity, no rates are payable.
- It was agreed to operate a café on Sunday 1<sup>st</sup> June for a Mind and Body session. Volunteers will be required.
- It was explained that the Hall Committee has to pay for the hire of the Hall since they lease the building from the Fochabers Village Association.
- Margo announced that she is standing down from the Committee. Gordon thanked her for her long engagement with the Village Association and wished her well in her retirement.
- **Date of next meeting – Tuesday, 8<sup>th</sup> August, 7,30pm.**

